



THE CITY OF **BERWYN, ILLINOIS**

CHECKLIST FOR REAL ESTATE TRANSFERS (PROPERTY SALE)

BUILDING DEPARTMENT

Paper work must be completed on all Real Estate transactions.
Please call or visit the building department for further information
(708) 788-2660 Ext. 3223 Marianne.

WATER DEPARTMENT

The balance on the water bill must be current and paid up to date.
Please call or visit the Water Department for further information
(708) 788-2660 Ext: 3257

COLLECTORS OFFICE

Original Copy of Deed that is going to be recorded.
State and/or County Real Estate Declaration Forms
Completed Berwyn Declaration Form
Payment of \$10.00 per \$1,000.00, or 1% of the selling price.
If sale involves a Trust or Corporation, a copy of Trust Agreement or Corporation papers are required.
Please call the Collector's Office if you have question.
(708) 788-2660 Ext. 3242 Azul or Ext. 3244 Jeannette.

METHODS OF PAYMENT ACCEPTED

CREDIT CARD, CASH, MONEY ORDER OR CERTIFIED CHECK
AN ATTORNEY CHECK WILL BE ACCEPTED IF IT IS NOT DRAWN ON A
PERSONAL ACCOUNT AND MUST INDICATE "ATTORNEY AT LAW" ON
CHECK
ALL CHECKS SHOULD BE MADE PAYABLE TO "THE CITY OF BERWYN"

Berwyn Transfer Stamps can be purchased at:

Berwyn City Hall – Collector's Office
6700 W. 26th Street
Berwyn, IL. 60402
Monday, Wednesday, Thursday & Friday between 9:00 a.m. and 4:30 p.m.
Tuesday between 9:00 a.m. and 7:30 p.m.



THE CITY OF **BERWYN, ILLINOIS**

CHECKLIST FOR REAL ESTATE TRANSFERS - QUIT CLAIMS

BUILDING DEPARTMENT

Paper work must be completed on all Real Estate transactions.
Please call or visit the building department for further information
(708) 788-2660 Ext: 3223

WATER DEPARTMENT

The balance on the water bill must be current and paid up to date.
Please call or visit the Water Department for further information
(708) 788-2660 Ext: 3257

COLLECTORS OFFICE

Original Copy of Deed that is going to be recorded.
Completed Berwyn Declaration form.
Payment of \$100.00. Cash, Check, Money Order or Credit Card.

If the deed involves a Trust or a Corporation a copy of the trust agreement or Corporation papers must be submitted.

Please call the Collector's Office if you have any questions
(708) 788-2660 Ext: 3242 Azul or Ext: 3244 Jeannette.

ATTENTION: An Attorney's affidavit **MUST** be completed if someone will be coming off of the title/deed.

Exemption stamps can be purchased at
Berwyn City Hall – Collector's Office
6700 W. 26th Street
Berwyn, Il 60402

Monday, Wednesday, Thursday & Friday between 9:00 a.m. and 4:30 p.m.
Tuesday between 9:00 a.m. and 7:30 p.m.